PI - Matching IDPH Death Statistics File to Medicaid MMIS Paid Claims File

Purpose:

Describe the process used to determine whether Medicaid claims have been paid using Medicaid member Identification (ID) numbers of deceased persons.

Identification of Roles:

Division of Data Management (DDM) — make available to IME SURS a file of Medicaid member records based on matches of a monthly Iowa Department of Public Health (IDPH) deceased persons list and the Medicaid member list.

IME Program Integrity — determine whether the member ID numbers of deceased Medicaid members are incorrectly being used to file claims for Medicaid reimbursement. Identify, properly account for, and report the recovery of any overpayments discovered during the process of matching data between the IDPH Death Statistics File and Medicaid Management Information System (MMIS) Paid Claims File.

Path of Business Procedure:

Step 1.   Once each month, a representative of the DDM sends to the Surveillance & Utilization Review Services (SURS) Database Management Administrator a spreadsheet file consisting of matched Medicaid member data records of deceased Iowans.

Step 2.   Connect to the TSO2 server. Open a new query in Microsoft Structured Query Language (SQL) Server Management Studio. Contact the Iowa Department if Human Services Bureau Chief, DDM to set up new accounts on the TSO2 server and in Microsoft SQL Server.

Step 3.   Run the query *\\dhsime\pi\surs\Data Warehouse\Paul\Reports\Deceased Recipient Project\DDM Matches\DDM Matches.sql*, using the Medicaid Member ID list from the file in step #1 in the criteria of the query. This pulls the paid claims for the member list.

Step 4.   Save the results of the query from step #3 to a text file in the folder *\\dhsime\pi\surs\Data Warehouse\Paul\Reports\Deceased Recipient Project\DDM Matches*.

Step 5.   Open the Microsoft Access database file \\dhsime\surs\Data Warehouse\Paul\Reports\Deceased Recipient Project\DDM Matches\DDM DOD Matches.mdb.

Step 6.   Choose File => Get External Data => Import, and import the spreadsheet file from Step #1 into the table "tblDDMDODMatches." Then import the text file from step #4 into the table "tblDDMMatchesAllPaidClaims".

Step 7.   Open the query "qselDODbeforeFirstDOS". This query returns a list of claims where the DPH date of death is before the first date of service on the claim.

Step 8.   Open the query "qselDODbetweenFirstDOSandLastDOS". This query returns a list of claims where the DPH date of death is between the first and last dates of service on the claim.

Step 9.   Notify the Bureau Chief, Managed Care and Clinical Services, of any capitation credits via email. Notify individual providers via telephone of any other credits.

Step 10.   The query "qselDIP" may be used to submit necessary live claim credits to the CORE Unit. Instructions for submitting live credits may be found at \\dhsimeobcdp\CA Uploads\Template. Live claim credits processed in the MMIS are reflected on the MMIS 2700-series reports (i.e.: IAMM 2700-R003, HCFA-64.21 Expenditures by Type of Service). The MMIS 2700 reports are used by the Division of Fiscal Management in preparing and submitting the quarterly CMS-64 Report.

Step 11.   Provide a copy of the output file from the query "qselDIP" (CA Template.xls) to the Operations Manager (OM) . The OM copies the data from this output file into a spreadsheet file (Other Adjustment Recoupments.xls) which reflects the financial impact of the live credits in total state and federal dollars. This financial impact is countable toward the contractual financial performance of the IME Program Integrity contractor.

Forms/Reports:

None

RFP References:
6.1.2.3.6

Interfaces:
Iowa Department of Public Health

Attachments:
None